

Business Employment Skills Team, Inc.
Human Resource Committee Meeting
August 27, 2018
5:00 p.m.
Lee County Board Room, Old Lee County Courthouse
Dixon, IL

AGENDA

Call to Order

Roll Call

Approval of June 25, 2018 Meeting Minutes (Page 1) (*Action Item*)

Business Meeting

- Salary Review for Career Advisor/HSE Tutor (Page 4) (*Action Item*)

As a reminder, we were going to review Judy's hourly rate because she is serving as both the Career Advisor and the (GED) HSE Tutor for Carroll and Jo Daviess Counties. We were asked to look at salaries for the related positions in our youth projects, which we did. The information is included for your review. Based upon that information, I would like to recommend Judy's hourly rate which is currently \$19.57 be increased to \$21.00/hour.

- Employee Retirement Plan Procedure Revision (Page 11) (*Action Item*)
- Document Retention & Destruction Policy Revision (Page 13) (*Action Item*)

Executive Session (5 ILCS 120/2 (c) 1 – The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.)

- Executive Director Performance Evaluation (will be sent under separate cover) (*Action Item*)
- Executive Director Contract Negotiations (*Action Item*)

Other Business

- Exit Interview (Page 16) (Sally Pflibsen)

Public Comments

Adjournment